

**Village of Weston, Wisconsin**  
**MEETING MINUTES OF THE PERSONNEL COMMITTEE**

---

**Monday, January 18, 2015, at 4:30 p.m.**

**A. Opening of Session.**

1. Meeting called to order by Trustee Ziegler at 4:30 p.m.
2. Clerk will take attendance and roll call

Roll call indicated 4 members were present.

Member	Present
Ziegler, Jon	YES
Berger, Scott	YES
Hegg, Robin	NO (excused)
Pagel, Deb	YES
Penza, Don	YES

Village Staff in attendance: Guild, Jacobs, Higgins, Weinkauff, Hodell, Osterbrink, Crowe, and Mroczenski.

**3. Request for silencing of cellphones and other electronic devices.**

Ziegler requested the silencing of cellphones.

4. Acknowledgment of visitors if any.

**B. Comments from the public on matters pertaining to committee business and oversight.**

No comments.

**C. Presentations.**

No presentations.

**D. Business Items for consideration, discussion, and action.**

**5. Aquatic Center 2016 Season Recruitment and Lifeguard Incentive Program.**

Osterbrink reported this item was referred back to Personnel Committee for discussion and possible action. Mroczenski said there is a shortage of lifeguards in the area. There is a saturation of pools in the area and staffing is down. He has been discussing this issue with the other communities to come up with some kind of a solution. It was indicated that Mroczenski is now certified to train lifeguards, but the Village does not have a pool to use for training. Mroczenski said he hires 30 to 35 guards each year. He explained the incentives. There was a short discussion on work hours and returning guards.

*Motion by Berger, second by Penza to approve the proposed Aquatic Center 2016 season recruitment and lifeguard incentive program.*

**Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS**

Member	Voting
Ziegler, Jon	YES
Berger, Scott	YES
Hegg, Robin	-
Pagel, Deb	YES
Penza, Don	YES

6. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) for the purpose of considering the employment, compensation, or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility to consider compensation and performance evaluation data of Administrative Specialist/Deputy Clerk (materials for this agenda item will not be included in the meeting packet, but will instead be transmitted to Committee members via email).

*Motion by Berger, second by Pagel to convene to closed session at 4:48 p.m.*

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

Member	Voting
Ziegler, Jon	YES
Berger, Scott	YES
Hegg, Robin	-
Pagel, Deb	YES
Penza, Don	YES

7. **Reconvene into Open Session;**

The members reconvened to open session at 4:51 p.m.

8. **Update on recruitments and searches;**

Guild referred to an employee organizational chart. He said there are a number of vacant positions. Donna Stroik has accepted an offer of employment as the Deputy Finance Director. Guild said the vacant Administrative Support Specialist/Deputy Clerk position has been split between several other staff members. We will now hire another fulltime position in the Finance Department. Staff plans to have some inexpensive remodeling done so that the Clerk can be moved to the front office. The interviews for the Utility Maintenance Worker/Operator have been completed. An offer has been made to an applicant for the Assistant Building Inspector/Code Enforcement Officer. We are also recruiting for a Refuse and Recycling intern and Park and Public Works Maintenance Worker.

9. **Recommendation to create a new position entitled Administrative Specialist – Finance Department and place the position on Grade on the Carlson Dettmann Pat Matrix. Recommendation to authorize Administrator to begin recruitment and selection process for this position.**

*Motion by Ziegler, second by Pagel to approve creating a new position entitled Administrative Specialist – Finance Department and place the position on Grade G of the Carlson Dettmann Pat Matrix, and authorize Administrator to begin recruitment and selection process for this position*

Yes Vote: 4      No Votes: 0      Abstain: 0      Not Voting: 1      Result: PASS

Member	Voting
Ziegler, Jon	YES
Berger, Scott	YES
Hegg, Robin	-
Pagel, Deb	YES
Penza, Don	YES

10. **Acknowledge Hiring of Donna Stroik as Deputy Finance Director, with appointments as a Deputy Treasurer and Deputy Clerk of the Village of Weston.**

*Motion by Pagel, second by Penza to acknowledge the hiring of Donna Stroik as Deputy Finance Director, with appointments as a Deputy Treasurer and Deputy Clerk of the Village of Weston once contingencies are all met.*

**11. Update on Carlson Dettmann;**

Guild gave an update on the proposed Carlson Dettman training for 2016. He also said Carlson Dettman offered their services for union negotiations at no additional charge. He will mention this to the Police Chief.

**12. Update on Lumin Training;**

Guild said additional funds have been set aside for 12 other employees to complete the same kind of training that the Department Directors did in 2015.

**E. Reports.**

**13. Clerk / Employee Resources Manager**

Weinkauff gave an update on the employee biometric screenings. She said these screenings will be held in February. Some of the employees are currently participating in a wellness challenge. She also reported she hopes to complete the employee total compensation statements earlier this year. She is also working on W2 reconciliations.

**14. Administrator**

Guild talked about the need for more storage space and the possible options. He also said the Board of Trustees recently approved a policy which requires all wage adjustments to become effective on a date at the beginning of a payroll period and not on a specific calendar date.

**E. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.**

Penza recognized the Finance Department for their achievement in receiving a 2014 Comprehensive annual financial report award.

**F. Set next meeting date for Mon, February 15<sup>th</sup>, 2016.**

**H. Announcements.**

- **Save the date: 20<sup>th</sup> Anniversary Celebration – Friday, March 11<sup>th</sup>, 2016 @ Dale's Weston Lanes.**  
Guild invited the members to the 20<sup>th</sup> Anniversary celebration.

**I. Adjourn.**

*Motion by Pagel, second by Penza to adjourn the Personnel Committee meeting at 5:15 p.m.*

**Yes Vote: 4                      No Votes: 0      Abstain: 0      Not Voting: 1                      Result: PASS**

<b>Member</b>	<b>Voting</b>
<b>Ziegler, Jon</b>	<b>YES</b>
<b>Berger, Scott</b>	<b>YES</b>
<b>Hegg, Robin</b>	<b>-</b>
<b>Pagel, Deb</b>	<b>YES</b>
<b>Penza, Don</b>	<b>YES</b>

**Sherry Weinkauff, Village Clerk**